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# **Arizona Governor's Office of Highway Safety**

**FFY 2015 Grant Training**

# Outline

- Grants for Performance
- GOHS FFY 2015 Funding
- Requirements for Grant Applications
- eGrants
- Financial and Reimbursement Requirements
- Reporting Requirements

# Grants for Performance

- Statistical reporting of DUI Enforcement and Traffic Data is necessary to justify Agency requests for funding
- Statistics are used to measure the progress towards an Agency's goals and objectives
- Continual reporting of statistics throughout the grant cycle reflect an Agency's ability to manage contract activity and funding

# Grants for Performance Continued

- Fiscal and operational performance during the grant cycle will determine an Agency's ability to procure future funding

# GOHS FFY 2015 Funding

- ALL FUNDING IS SPECIFIC TO HIGHWAY SAFETY
- Grant cycle runs from October 1, 2014 through September 30, 2015
- Applications accepted through GOHS on-line eGrants system only
- The following are examples of options for this funding:
  - Overtime and employee related expenses
    - Enforcement and education
  - Professional and outside services
    - Specialized training instructor, print shop, and equipment installation
  - Travel for training – in and out of state
    - Collision reconstruction, Lifesavers conference, Borkenstein, and Drug Recognition Expert (DRE) conference
  - Materials and supplies
    - Portable Breath Testing (PBT) mouthpieces, brochures, DRE and phlebotomy supplies (blood kits), and bicycle helmets
  - Capital outlay
    - Child safety seats, phlebotomy chairs, enforcement vehicles, speed trailers, PBT's, speed detection equipment, LiveScan fingerprint scanner, e-citation equipment, and extrication equipment



# Requirements for Grant Applications

- Estimated costs for grant proposal
  - Overtime and Employee Related Expenses (ERE)
    - The total amount of overtime requested will allocate funding between overtime and ERE
    - The Agency has the option to absorb the cost of the ERE
  - Professional and Outside Services
    - Provide a detailed description for all services and costs associated with obtaining these services. For example:
      - Print shop cost for brochures, posters, banners, or flyers
        - Graphic designers and/or software specialists
      - Specialized training by instructors or conference presenters
      - Equipment installation
  - Travel In and Out of State
    - Conference or training brochures
      - Schedule or agenda
      - List of conference hotel(s) hosting the event
      - Estimated cost for lodging and per diem based on Arizona Department of Administration (ADOA) travel reimbursement rates:  
[http://www.gao.az.gov/publications/SAAM/Supp\\_I\\_trvrates-012308.pdf](http://www.gao.az.gov/publications/SAAM/Supp_I_trvrates-012308.pdf)
      - Estimated costs for airfare and mileage, as allowable
    - Including schedule or agenda

# Requirements for Grant Applications

## Continued

- Estimated costs for grant proposal continued
  - Materials and Supplies
    - Provide an estimated quote for the cost of materials and supplies
    - Include the quantity, price per unit, tax, and shipping
  - Capital Outlay
    - Provide an estimated quote for the cost of equipment
    - Include the quantity, price per unit, tax, and shipping
    - Include the installation fee(s)

# eGrants

## GOHS E-GRANT APPLICATION SYSTEM

- Access

- The FFY 2015 grants require access to the GOHS on-line eGrant system in order to apply
  - The GOHS eGrants website link is located at:  
<http://egrants.azgohs.gov/Login2.aspx?APPTHEME=AZGOHS>
- The Agency Project Coordinator must create a username and password to access the GOHS on-line eGrants system
- The Agency Project Coordinator must identify the following:
  - Project Director
    - The head of the agency receiving the funding (Director, Chief, Sheriff, or CEO)
  - Project Administrator
    - The individual at the Agency responsible for day-to-day contract administration (agency contact for GOHS staff)
  - Fiscal/Financial Contact
    - The individual at the Agency responsible for preparation of the Report of Costs Incurred (RCI's) and providing supporting financial documentation of expenditures



# eGrants Continued

## GOHS E-GRANT APPLICATION SYSTEM Continued

- Personnel changes
  - GOHS requires notification of any changes to personnel associated with the grant process
    - Agency coordinators can provide these updates by sending an email to: GOHS Director Alberto Gutier, Executive Assistant Mari Hembeck, and the assigned grant coordinator
    - Emails regarding change of grant personnel should include the following: the name, position, title, email and phone number of the individuals that are departing, as well as, the incoming personnel they are replacing
    - The GOHS Directory is located at:  
<http://www.azgohs.gov/about-gohs/default.asp?ID=45>



# eGrants Continued

## GOHS E-GRANT APPLICATION SYSTEM Continued

- Helpful hints
  - Templates for Reports of Costs Incurred (RCI's), Quarterly Reports, and Final Statement of Accomplishment are available on the GOHS website:  
<http://www.azgohs.gov/grant-opportunities/>
- All forms require original signatures
  - Please mail original forms and documentation to:  
Governor's Office of Highway Safety (GOHS)  
3030 North Central Ave, Suite 1550  
Phoenix, Arizona 85012



# Financial and Reimbursement Requirements

- **Reports of Costs Incurred (RCI) instructions**
  - An excel version of the RCI template, including instructions, is located at the GOHS website:  
<http://www.azgohs.gov/grant-opportunities/>
- **Employee Related Expenses (ERE)**
  - Health and dental insurance is not part of ERE
    - GOHS does not provide reimbursement for expenses that are already part of a budgeted position
  - GOHS will not pay ERE in excess of 40% and these records must be available for audit

# Financial and Reimbursement Requirements Continued

- RCI's – Supporting documentation
  - Proof of Payment is required in order for the Agency to be reimbursed
    - As a reminder, invoices are not proof of payment
  - All financial supporting documentation must be available for audit in the event of a monitoring review

# Reporting Requirements

## GOHS Statistical Reporting

- GOHS DUI Agency reporting website link located at:  
[https://az.gov/app/gohs\\_taskforce/index.xhtml](https://az.gov/app/gohs_taskforce/index.xhtml)
- GOHS enforcement reporting dates are located at:  
<http://www.azgohs.gov/programs/DUI%20Reporting%20Calendar%202014.pdf>



# Reporting Requirements Continued

- Quarterly Reports and Final Statement of Accomplishment
  - Quarterly Report and Final Statement of Accomplishment templates are located at:  
<http://www.azgohs.gov/grant-opportunities/>
  - Report Schedule dates are as follows:

| Reporting Period                                  | Due Date         |
|---|------------------|
| Quarterly Report (Oct.1, 2014 to Dec. 31, 2014)   | January 15, 2015 |
| Quarterly Report (Jan.1, 2015 to March 31, 2015)  | April 15, 2015   |
| Quarterly Report (April 1, 2015 to June 30, 2015) | July 15, 2015    |
| Quarterly Report (July 1, 2015 to Sept. 30, 2015) | October 30, 2015 |
| Final Statement of Accomplishment                 | October 30, 2015 |

# Reporting Requirements Continued

- Reports of Costs Incurred (RCI) instructions
  - FFY 2015 grant contracts end on September 30, 2015
  - The final RCI must be received at GOHS no later than October 30, 2015
    - **Expenditures submitted after the expiration date will not be reimbursed and the agency will accept fiscal responsibility**

# Questions

- Any questions contact GOHS at 602-255-3216